

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

115-103 RG 47  
 TO: **GENERAL SERVICES ADMINISTRATION,**  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

2047

LEAVE BLANK	
DATE RECEIVED <b>MAY 14 1974</b>	JOB NO.
DATE APPROVED <b>NC 174-234</b>	

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.

5-23-74 James B. Rhoads  
 Date Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health, Education and Welfare

2. MAJOR SUBDIVISION  
Social Security Administration

3. MINOR SUBDIVISION  
Bureau of Data Processing

4. NAME OF PERSON WITH WHOM TO CONFER  
Arthur J. Benner

5. TEL. EXT.  
130-45771

6. CERTIFICATE OF AGENCY REPRESENTATIVE:  
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the schedule of \_\_\_\_\_ pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5-3-74  
 (Date)

See removal of form for signature of  
 (Signature of Agency Representative)  
Agency Representative

SSA Records Officer  
 (Title)  
W. B. Wood  
5/23/74

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Correspondence File Material</u></p> <p>This material consists of original incoming and official file copies of correspondence and evidence upon which coverage, wage, or self-employment income determinations are based; correspondence which will not affect the future development of claims and other wage record actions which is held until the statute of limitations has run with respect to the periods involved; and general correspondence on which replies have been prepared and which are not required for claims purposes and/or not required in relation to the statute of limitations. The material was accumulated during the years 1937 through 1972 and is arranged numerically by employer identification number.</p> <p>Destroy immediately.</p> <p>Note: With respect to the records described above, this authorization supersedes items 8b and 8c of Job No. NN-168-51.</p>		

*Copy sent to WNR*

## INSTRUCTIONS

**General Instructions:** Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

### **Specific Instructions:**

**Entries 1, 2, and 3** should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

**Entries 4 and 5** should help identify and locate the person to *whom* inquiries regarding the records should be directed.

**Entry 6** should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

**Box A** should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

**Box B** should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

**Entry 7** should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

**Entry 8** should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

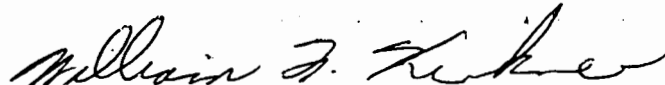
If **Box A** under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If **Box B** under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

**Entry 9** should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

**Entry 10** should be left blank.

U.S. GOVERNMENT PRINTING OFFICE: 1953-O-712-313

  
William Kirkner, BDP Records Liaison Officer

  
Arthur J. Benner, SSA Records Officer

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

*NN-168-51*

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Correspondence; and related undeliverable material such as birth certificates and documents.</p> <p>Transfer to claims file when claim is initiated for old-age survivors insurance benefits or disability insurance benefit claim.</p> <p>b. Correspondence and evidence upon which the coverage, wage, or self-employment income determinations are based.</p> <p>Dispose of 4 years after the year in which the earnings discrepancy is closed and filed.</p> <p>c. Correspondence which will not affect the future development of claims and other wage record actions which must be held until the statute of limitations has run with respect to periods involved; congressional correspondence, request for confidential information which has been denied and for which account numbers are known, and correspondence regarding agreements to help locate missing persons.</p> <p>Dispose of after 4 years.</p> <p>d. General correspondence on which replies have been prepared and which are not required for claims purposes, and/or not required in relation to the statute of limitations; correspondence which requires the personal signature of the Commissioner or higher officials; correspondence referred to the Bureau from the office of the President for handling; correspondence on which material has been returned to addressees; requests for confidential information which have been denied and for which account numbers are not known; and undeliverable correspondence containing information which would be costly to duplicate and which addressees may subsequently request; and posting control adjustment memorandums.</p> <p>Dispose of after 1 year.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
9.	Documents and Related Records Dealing with Registration of Employers.		